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BOSTON PUBLIC LIBRARY

Fire Instructions
for
Central Library Building

1945

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Section 28-J of Chapter 148 of the General Laws of the Commonwealth of Massachusetts requires periodic fire drills for public buildings. In accordance with these provisions, this manual has been prepared to provide information to members of the staff about fire regulations for the Central Library building.

The general direction of the Library's program for fire prevention and protection is in the hands of Mr. John J. Tuley of the Buildings Department, who is responsible for this activity so important to the safety of both public and members of the staff.

It is the duty of all department heads to bring this manual to the attention of members of their department and to inform all new members of the staff of these regulations.

FIRE ALARM

1. Fire Alarm Signal

Four (4) long peals on loud bells throughout the building is the FIRE ALARM SIGNAL for the entire Library.

2. All Out Signal

The signal that the fire is ALL OUT will be two (2) long peals on the various fire bells.

IF FIRE BREAKS OUT

3. If Fire Breaks Out

Go at once to the nearest telephone.

When you get the operator, say clearly "FIRE" and name the room or department where the fire is located.

For example: "FIRE -- MUSIC DEPARTMENT"

WHAT TO DO WHEN YOU HEAR FIRE ALARM SIGNAL

4. What to do when you hear the Fire Alarm Signal

The Senior on duty at that moment in each room is responsible for the evacuation of all individuals (both public and staff) from that room or area.

For example: The Chief of the Department, the First Assistant, the Second Assistant, the Senior Assistant, or whoever may be the Senior on duty on the spot at the moment when the fire alarm signal sounds.

The Senior on duty is to announce calmly and distinctly to all individuals (both public and staff) in the room that the signal sounded was the FIRE ALARM and that all individuals are to leave the room and go to the street by the nearest FIRE EXIT.

All members of the Library Staff employed in public departments must be familiar with and show to members of the public the FIRE EXITS from that room or area.

No member of the Library Staff employed in a public department is to leave the room until all members of the public have been evacuated.

EVACUATION PLAN

Upon the sounding of the Fire Alarm signal the following plan shall be followed:

Third Floor

Printing Department and Binding Department occupants shall descend the Blagden Street Annex Staircase to the street.

Rare Book Department, Music Department, Treasure Room, Print Department, Science and Technology Department and Fine Arts Department occupants shall descend Sargent Hall Staircase to Chavannes Corridor, then down the Main Staircase to Entrance Hall and to the street.

Stack 6 Level

Trustees Room, Business Office and Stack 6 occupants shall descend the Blagden Street Staircase to Blagden Street Lobby and to the street.

Stack 5 Level

Director's Office, Record Room and Stack 5 occupants shall descend the Blagden Street Staircase to Blagden Street Lobby and to the street.

Second Floor

Teachers Department, Young People's Room and Young People's Workroom occupants and those who may be in the rear of the Lecture Hall shall descend the Boylston Street Staircase to the street.

History Department, General Reference Department and Abbey Room occupants shall descend the Main Staircase to Entrance Hall and to the street.

Book Stack Service and Registration Department occupants shall descend the Blagden Street Staircase to Blagden Street Lobby and to the street.

Stack 4 Level

Stack 4 occupants shall descend the Blagden Street Staircase to Blagden Street Lobby and to the street.

Statistical Department, Office of the Supervisor of Training, Stage Anteroom, Curator's Office of Lowell Institute occupants and all persons in the front of the Lecture Hall shall descend the rear

Stack 4 Level (Cont'd.)

Staircase leading from the Lecture Hall past the Patent Room to the Courtyard then across the Courtyard to Northwest Corridor to Entrance Hall and to the street.

Stack 3 Level

Office of the Chief Librarian of the Reference Division occupants shall descend the stairs leading to the Southwest Corridor then to Entrance Hall and to the street.

Women's Lunch Room, Women's Lavatory, Locker Room, Rest Room, Staff Room and Stack 3 occupants shall descend the Blagden Street Staircase to Entrance Hall and to the street.

Accounting Department and Depository Catalog occupants shall ascend the staircase leading to the Chavannes Corridor then down the Main Staircase to Entrance Hall and to the street.

Stack 2 Level

Personnel Office and Stack 2 occupants shall descend the Blagden Street Staircase to Blagden Street Lobby and to the street.

Branch Issue Department, Branch Cataloging and Classification Department, Book Preparation Department, Office of the Supervisor in the Circulation Division and Mezzanine occupants shall descend the Blagden Street Annex Staircase to the street.

Patent Room occupants shall proceed to the Boylston Street Staircase, then to Boylston Street Lobby and to the street.

First Floor

Book Purchasing Department and Office of the Superintendent of Buildings occupants shall proceed to Blagden Street Lobby and to the street.

Cataloging and Classification Department occupants in the Cataloging Section shall proceed through the Book Purchasing Department to Blagden Street Lobby and to the street.

Cataloging and Classification Department occupants in the Classification Section shall proceed to Entrance Hall and to the street.

Book Selection Department, Information Office and Open Shelf Department occupants shall proceed to Entrance Hall and to the street.

Newspaper Room and Main Periodical Room occupants shall proceed to Entrance Hall and to the street.

Periodical Room (inside room) occupants shall proceed to the Boylston Street Staircase then to Boylston Street Lobby and to the street.

First Floor (Cont'd.)

Public Lavatories and Courtyard occupants shall proceed across Courtyard to Entrance Hall and to the street.

Stack 1 Level

Stack 1 occupants shall ascend the Blagden Street Staircase to Blagden Street Lobby and to the street.

Shipping Department and Stock Department occupants shall proceed to street through the Shipping Room door.

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Members of the Staff who may be in the Annex Stacks shall proceed to the nearest exit.

Members of the Staff who may be in transit from one department to another shall proceed to the nearest exit.

Members of the Staff who may be in the Basement shall proceed to the nearest exit.

Members of the Boston Public Library Fire Squad and unassigned members of the Buildings Department shall report immediately to the Fire Station in the Basement and await instructions.

One member of the Staff assigned to each of the following departments must remain at his post. If there is danger from fire or smoke, however, the person should use his judgment in leaving his assigned post.

Director's Office	Accounting Department
Business Office	Book Stack Service
Rare Book Department	Treasure Room
Print Department	Post Card Counter
Hospital	Switchboard

STAIRWAYS AND CORRIDORS TO BE USED AS MAIN EXITS FROM THE BUILDING

Blagden Street Stairway leading from Fine Arts Department to Blagden Street Lobby exit.

Blagden Street Annex Stairway leading from Printing and Binding Departments to Blagden Street Annex exit.

Boylston Street Stairway leading from landing outside the Teachers Department and Lecture Hall to Boylston Street exit.

West Stairway in the rear of building leading from landing outside Statistical Department and Lecture Hall to courtyard landing.

Sargent Stairway Leading from Sargent Hall to Chavannes Corridor.

Main Stairway leading from Chavannes Corridor to Entrance Hall.

Southwest Corridor on main floor between entrance to Book Selection Department and entrance to Book Purchasing Department and Cataloging and Classification Department.

Northwest Corridor on the main floor between entrance of Periodical Department, Newspaper Room and Open Shelf Department.

Chavannes Corridor on second floor between entrance to Abbey Room and entrance to Young People's Room.

DUTIES OF FIRE MONITORS

- (1) When the Fire Alarm has been sounded, go immediately to the post assigned to you.
- (2) Keep corridors and passageways clear leading out of the building.
- (3) Do not allow crowding at the entrance to the building.
- (4) Be especially watchful to prevent stumbling on staircases.
- (5) Members of the staff must not be allowed to visit locker rooms once the alarm has been sounded.
- (6) All exit doors leading out of the building shall be opened immediately, including the bronze doors at the main entrance.
- (7) Once your assigned area is evacuated, notify the Fire Control Center by telephone.

DUTIES OF ELEVATOR OPERATORS

- (1) Upon the sounding of the Fire Alarm signal the operators shall bring their elevators to the street level, discharge their passengers and direct them to the nearest exit.
- (2) Close elevator doors, but do not latch.
- (3) Take positions outside of elevator door and await instructions.
- (4) Elevators shall not be used except on order of someone in authority.

SPECIAL INSTRUCTIONS

As all fire drills represent actual fire conditions, the following instructions shall be strictly adhered to:

- (1) Don't fail to assist in carrying out instructions.
- (2) Don't attempt to leave the building except in accordance with fire drill regulations.
- (3) Don't remain in lavatories, Staff Room, Lunch Room or Locker Rooms.
- (4) Don't return for your clothing.
- (5) Don't run.
- (6) Don't cause confusion.
- (7) Don't attempt to use elevators.
- (8) Don't congregate in groups at exits. Move at least 20 feet from these exits in order not to interfere with possible activities of the Fire Department.

Fire fighting should always be made secondary to life safety.

In general fire fighting shall be left to the Fire Department and to members of the Boston Public Library Fire Squad.

All doors used as fire exits shall be kept unlocked at all times when the building is open to the public.

Smoking is prohibited in any part of the building and annex except in the following locations:

Smoking Room in basement.

Smoking Rooms in Stack 1 and Stack 2 areas.

Smoking Room in Printing and Binding Department.

South side of the courtyard.

The above rule applies to all persons who may be in the building at any time of the day or night. It must be strictly adhered to for reasons of safety.

Fire doors must never be obstructed.

The removal of, or interference with, emergency facilities or fire equipment is prohibited.

All aisles and passageways shall not be obstructed.

The book railway shall be shut down upon the first sound of the Fire Alarm signal.

Stairway enclosures or space beneath staircases shall not be used for storage and shall not contain inflammable materials or equipment.

Paper, cellophane or cloth shall not be used as shades over lights.

Extension cords or wires shall not be tied or draped over pipes or other supports.

If it is necessary to shut off the electric service from a section where there is a fire, such work shall be done only by persons familiar with the Main Lighting Switchboard and Power Switchboard. Orders to shut off the service shall come from the Fire Control Center.

Sprinklers shall not be obstructed by piled stock or materials which might prevent free and proper water distribution. A clearance under sprinklers of at least 24 inches is imperative and 36 inches is advisable.

Sprinkler piping or heads shall not be used as a support for ropes, wires or other materials.

All control valves shall be readily accessible and unobstructed.

Valves regulating WATER, STEAM, and GAS, shall be operated only by the Engineering force or persons assigned by the Superintendent of Buildings.

There shall be no obstructions around the hose stations of the stand-pipe systems.

Lights in the following locations in the basement shall be extinguished when the rooms are not occupied. It shall be the duty of the last person leaving the room to carry out this order.

Book Stacks and Periodical Storage

Newspaper Files and Storage

Publications Storeroom

Catalog Files (Annex Basement)

Switch and Fuse Cabinets shall be kept closed.

All waste baskets must be emptied daily and the contents taken to the Baling Room.

Waste paper shall not be dumped on the floor of the Baling Room.

Departments using alcohol, shellac, and lacquer shall keep only a small quantity on hand. The materials shall be kept in a metal container. This also applies to the cloths used for wiping books.

The tops of lockers shall be kept clear of all materials and clothing.

Metal containers in washrooms shall be used for paper towels.

Sand buckets in Smoking Rooms are to be used only for matches, cigarettes, and cigars.

Dampened sawdust shall be sprinkled on the basement floor before sweeping in order to keep down the dust.

Inflammable decorations shall not be used in this building.

Radiators shall be kept clear and shall not be used as shelves.

SPECIAL INSTRUCTIONS FOR LECTURE HALL

If the Fire Alarm Signal is sounded during a moving picture performance the lights shall be turned on immediately, and a slide announcing the signal sounded is the Fire Alarm, shall be flashed on the screen.

During a concert or lecture the person in charge shall announce calmly and distinctly to the audience that the signal sounded is the Fire Alarm Signal and direct the audience to the nearest exit. As soon as the Lecture Hall is cleared, he shall notify the Fire Control Center by telephone and give the approximate number of people evacuated from the hall.

There shall be no obstructions of any kind in aisles. Standing is prohibited.

There shall be no inflammable decorations or draperies used on the stage or in the Lecture Hall.

Members of the Buildings Department who work on Sundays and evenings in the Lecture Hall shall notify the Fire Control Center by telephone as soon as performances are ended; also the approximate attendance.

No person shall be allowed within the projection booth except operators and persons in authority.

SPECIAL INSTRUCTIONS FOR PRINTING AND BINDING DEPARTMENTS

Members of the Printing and Binding Departments shall upon the first sound of the Fire Alarm signal shut off power on all equipment and shut off gas.

The power motors attached to presses shall be cleaned of dust and other foreign materials at least once every two weeks.

Scrap paper shall be cleared from the floors twice daily.

Containers for oily waste shall be emptied daily.

Radiators shall be kept clear and shall not be used for shelves.

Steam pipes shall be kept clear of all combustible materials and not be used as racks.

Switch and fuse cabinets shall be kept closed.

TYPES OF FIRE EXTINGUISHERS

Water Type (O. C. D. Pump) and Soda Acid Type.

These two appliances are effective on incipient fires in ordinary combustible materials (such as wood, paper, textiles, rubbish, etc.). They are not effective on fires, inflammable liquids, greases, etc. Their use in connection with fires in electrical equipment is not recommended.

Foam Type.

This extinguisher resembles the soda acid extinguisher in appearance and size, and is operated in the same manner, namely by turning bottom side up. It is important that the hose be held firmly when using these extinguishers. They are effective on fires in small quantities of flammable liquids, oil fires, paint fires and kindred volatiles. They are not recommended for electrical fires.

Vaporizing Liquid (Carbon Tetrachloride Extinguishers).

This extinguisher is used mostly to combat small electrical fires and is a non-conductor of electricity. Avoid fumes while applying the extinguisher by operating from the windward side.

Carbon Dioxide Type.

This is a cylinder type of extinguisher and can be effectively used on electrical machinery, motors and switchboards.

LOCATION OF FIRE EXTINGUISHERS

Soda Acid Type.-

1. Roof Area -- new entrance over West Gallery (Dormer).
2. Roof Area -- near roof fan.
3. Print Department Workroom.
4. Sargent Gallery at head of stairs.
5. Treasure Room #1 near fireplace.
6. Treasure Room #2 near fireplace.
7. Rare Book Department -- #1 near entrance to Music Department.
8. Rare Book Department -- #2 near filing cabinet in middle of room.
9. Fine Arts -- West Gallery near entrance to Rare Book Department.
10. Fine Arts Department -- on column in Reading Room.
11. Printing Department -- on column near large press.
12. Printing Department Gallery -- on wall.
13. Binding Department -- on column near book press.
14. Map Room -- near window (Stack 6).
15. Statistical Department -- in middle of room.
16. Stage Anteroom -- on wall.
17. Lecture Hall -- #1 left of entrance.
18. Lecture Hall -- #2 right of entrance.
19. Young People's Workroom -- outside of projection booth.
20. Teachers Department.
21. Chavannes Corridor -- near the elevator.
22. Mezzanine Level -- near door leading to Women's Locker Room.
23. Girl's Lunch Room -- on wall near door.

Soda Acid Type (Cont'd)

24. Post Card Counter Stock Room (under Main staircase).
25. Patent Room -- on column near desk.
26. Periodical Department -- on wall near stairs leading to balcony.
27. Newspaper Room -- on wall near door leading to Periodical Department.
28. Newspaper Room -- on wall near old newspaper files.
29. Open Shelf Department Workroom.
30. Book Selection Department -- on column.
31. Cataloging and Classification Department -- on column near catalog files.
32. Book Purchasing Department -- on wall near clock.
33. Branch Department Mezzanine -- on wall.
34. Stock Department -- on wall near door.
35. Stack 6 -- near book elevator.
36. Stack 5 -- near book elevator.
37. Stack 4 -- near book elevator.
38. Stack 3 -- near book elevator.
39. Stack 2 -- near book elevator.
40. Stack 1 -- near book elevator.
41. Bound Newspaper Room -- near Women's Public Lavatory.
42. Publications Storeroom -- on wall near fire door.
43. Carpenter Shop -- near switchboard.
44. Newspaper Files Storeroom -- near Men's Public Lavatory.
45. Periodical Storage and Book Stacks -- on wall.
46. Engine Room -- on wall near door.
47. Old Stock Room -- on wall near door.
48. Baling Room -- on wall near baling machine.
49. Paint Shop -- on wall near telephone.

Foamite Type.

50. Passenger Elevator Motor Room -- on wall near door.
51. Blagden Street Elevator.
52. Book Railway Machine Room -- on wall.
53. Engine Room -- on wall near telephone booth.
54. Pump Room -- on wall.

Vaporizing Liquid Type (Carbon Tetrachloride).

1. Binding Department -- over bench on Boylston Street wall.
2. Printing Department -- near desk.
3. Engine Room -- near switchboard.
4. Motor Room -- Blagden Street Elevator.
5. Motor Room -- Annex Elevator.
6. Motor Room -- Passenger Elevator.
7. Carpenter Shop.

Carbon Dioxide Type

1. Projection Booth (inside near rear wall).

LOCATION OF WATER TYPE EXTINGUISHERS

O. C. D. Pumps.

1. Roof Area -- seven O. C. D. pumps are located along the catwalk under the roof.
2. West Gallery -- Near stairs leading to Stack 6 Locker Rooms.
3. Fine Arts Department -- Indicator.
4. Print Department Office.
5. Print Department Gallery -- near roof door.
6. Binding Department -- outside office.
7. Binding Department -- Sewer's Room.
8. Printing Department -- near door leading to Fine Arts Department.
9. Rare Book Department -- middle of room.
10. Music Department -- middle of room.
11. Business Office.
12. Stack 6 Indicator.
13. Stack 5 -- near book elevator.
14. Stack 5 -- near telephone switchboard.
15. Stack 4 -- near water cooler.
16. Book Stack Service -- near desk.
17. Main Reading Room -- near Center Desk.
18. Young People's Room -- near door leading to arcade roof.
19. Statistical Department -- near wall on the courtyard side.
20. Stage Anteroom -- middle of room.
21. Staff Room -- near door leading to lunch room.
22. Stack 3 --near book elevator.
23. Stack 2 -- near book elevator.
24. Book Preparation Department -- near door.

O. C. D. Pumps (Cont'd.)

25. Branch Issue Department -- near middle of room.
26. Patent Room -- near desk.
27. Periodical Department -- near entrance to inner reading room.
28. Newspaper Room -- near door.
29. War Information Center.
30. Cataloging and Classification Department -- near wall under clock.
31. Book Purchasing Department -- near wash sink.
32. Blagden Street entrance.
33. Shipping Department -- middle of room.
34. Paint Shop.
35. Carpenter Shop.
36. Machinist's Room.
37. Publications Storeroom.

LOCATION OF FIRST AID LOCKERS

1. Hospital (Stack 2 level).
2. Printing and Binding Departments -- near time clock.
3. Stage Anteroom.

First aid cabinets are located in the following places:

1. Office of Superintendent of Buildings.
2. Fire Control Center.
3. Carpenter Shop.
4. Engine Room.
5. Machinist's Room.
6. Paint Shop.
7. Shipping Room.

